

DISTRICT 07 Guidelines (8-14-2013)

San Diego - Imperial California Area – 08

Preface

The District 07 Guidelines are based on A.A. General Service knowledge and experience shared in "The A.A. Service Manual" and the "San Diego-Imperial California Area 08 Structure and Guidelines." Additionally, other A.A. Conference-approved literature has been used to develop these District 07 guidelines.

Article I - District Purpose

- A. Keep the lines of communication open between the General Service Office (GSO) and district 07 Groups through full registration and representation of all active Groups.
- B. Develop knowledgeable and experienced General Service Representatives (GSRs) through the study, practice, and application of the Twelve Traditions, the Twelve Concepts, the Six Warranties, and other principles of service as contained in "The AA. Service Manual."
- C. Elect officers to represent District 07 at Area Service Committee meetings and to participate with GSRs at Area Assemblies and other San: Diego-Imperial Area Functions.
- D. Strengthen District 07 Groups through service work to ensure that the opportunity to recover from alcoholism through the practice of the Twelve Steps and Twelve Traditions will be available for future alcoholics.
- E. Support the A.A. service structure including the General Service Office, the San Diego-Imperial Area 08 and District 07 in the spirit of the Seventh Tradition by encouraging all Groups in District 07 to establish and participate in a regular contribution plan.
- F. Further support the A.A. service structure by encouraging individual participation in Regional Forums and Assemblies (e.g. forums and P.R.A.A.S.A.).

Article II - District Description

- A. District 07 is part of the San Diego-Imperial Area (Area 08) in the Pacific Region of the General Service Conference Structure. It is Located in San Diego County California. The boundaries of District 07 are specified in the "San Diego-Imperial Area 08 Structure & Guidelines Appendix A & B - Geographical Boundary Lines."
 - **North:** Laurel Street (borders District 06, 14, and 19).
 - **East:** 54th Street, to Euclid Avenue, to Division Street (borders District 12).
 - **South:** Division Street and Naval Station (borders District 08).
 - **West:** San Diego Bay.
 - **Width:** North-South 10 miles & East -West 9 miles

Article III - District Membership

- A. Voting members of District 07
 1. District Officers; DCM, Secretary, Treasurer, Registrar and Alternates.
 2. All GSRs who are currently registered as representing a District 07 Group.
 3. Alternates: All members serving in alternate Trusted Servant positions have the same voting privileges as their principals only when their principals are absent.
- B. Need for alternate Trusted Servants
 1. In an effort to build a greater experience level in the District, incumbent trusted Servants are encouraged to recruit members to serve. This policy recognizes the great advantage of having a member gain valuable experience while in the alternate position and perhaps become interested enough to stand for office at the next election.
- C. Definition of District 07 Officers and GSR Members.

1. District 07 Officers, and GSRs, are "District Officers" for the purpose of voting at Area 08 Meetings.

D. Exclusions.

1. Each qualified voter shall have a single vote even though the member may be serving in more than one capacity.
2. District Trusted Servants who have missed three consecutive District meetings are considered inactive. They are automatically removed from the service position. They are ineligible to act as a District Trusted Servant unless reinstated by a vote of the District members. The incumbent or the DCM, arranging for an alternate to assume the duties of the position on a temporary basis with the approval of the District, may preclude this action.

Article IV – District Funding

- A. District 07 accepts no money or things of value from nonalcoholic persons or organizations.
- B. District 07 sells no merchandise or raises any funds that are not entirely voluntary contributions of its members.
- C. District 07 is entirely self-supporting through continuations from District 07 Groups and individual AA members.
- D. When discounts or subsidies are offered to District 07, the following policy applies. "Whenever a discount or subsidy is that which would be offered to any other organization of similar size requiring a purchased service or product of similar character and magnitude ... it may be accepted. Whenever a discount or subsidy is partly or in total offered because we are Alcoholics Anonymous, it must be declined."
- E. A prudent reserve of \$180.00 shall be maintained with additional monies to be used for funding of special workshops, special events, and hosting of Area Assemblies where approved by District 07 vote.

Article V - District Elections

A. Positions and Eligibility

1. DCM

- a. A background in AA service work, which is related to the DCM position.
- b. Minimum suggested sobriety of five years.
- c. The time, energy and willingness to serve the District well.
- d. Availability to attend all Area Service Committee Meetings, Area Assemblies, and other Area events.
- e. Able and willing to assume duties as described in Article VI, Section A.

1. Alternate DCM

- a. A background in AA service work, which is related to the GSR position.
- b. Minimum suggested sobriety of four years.
- c. The time, energy and willingness to serve the District well.
- d. Availability to attend all Area Service Committee meetings, Area Assemblies, and other Area events.
- e. Able and willing to assume the duties as described in Article VI, Section A & B.

2. Secretary

- a. Minimum sobriety of two years.
- b. The time, energy and willingness to serve the District well.
- c. Able and willing to assume duties as described in Article VI, Section C.

3. Treasurer

- a. Minimum suggested sobriety of Three years.
- b. The time, energy and willingness to serve the District well.
- c. Able and willing to assume duties as described in Article VI, Section D.

4. Registrar
 - a. Minimum suggested sobriety of two years.
 - b. The time, energy and willingness to serve the District well.
 - c. Able and willing to assume the duties as described in Article VI, Section E.

NOTE: The current DCM and all past DCMs are ineligible for election to a District Officer position in which they have served in the past. They are encouraged to participate in other District positions.

B. Election Procedure

1. Elections are held in November of even numbered years.
2. The principal of Rotation applies to all District 07 officer positions.
3. DCMs may not be re-elected.
4. The term of office for District 07 Trusted Servants is two years commencing on January first of the odd numbered year following the elections.
5. The DCM and other District Officers with Alternates are elected by Third Legacy Procedure.
6. Voting is to be by written ballot, unless only one person stands for the office.
7. It is preferred that more than one person make themselves available for each office.

C. Vacated and Newly Created Positions

1. Vacated District Officer positions will be filled automatically by the alternate. If there is no alternate, the DCM may appoint a member to the position temporarily subject to confirmation by Third Legacy procedure at the next District meeting.
2. Newly created District Officer positions will be filled by an election at the next District meeting.

Article VI - Duties of District Officers

A. District Committee Member (DCM)

1. Prepare agenda for District meetings.
2. Maintain roster of officers and GSRs.
3. Set up District meeting.
4. Maintain an effective service structure throughout the District.
5. Coordinate with the Alternate DCM to visit all groups in District 07 at least once per term and visit Groups that request information on General Service, the AA service structure, application of the traditions or any other question the Group desires information on in a timely manner.
6. Service sponsor District GSRs by continuing their study of "The Twelve Traditions," "The Twelve Concepts," "The AA Group" pamphlet, "The AA Service manual," "Box 4-5-9" and other General Service material.
7. Attend all District Meetings,
8. Attend and participate in all Area Service Committee meetings, Area Assemblies, the Pacific Regional Alcoholics Anonymous Service Assembly (P.R.A.A.S.A.), and the Regional Forum. Events requiring lengthy travel may be attended if District funds permit.
9. Chair the monthly District meeting.
10. Maintain active communications between the District and the San Diego-Imperial California Area 08 Delegate and the Area Service Committee.
11. Encourage and assist GSRs to develop leadership, knowledge, experience and love of General Service work.
12. Maintain responsibility for the following District Election tasks:
 - a. Coordinate the biannual District Election and conduct any other District elections.
 - b. Ensure that the results of the District Election are communicated to District 07 and the San Diego-Imperial California Area 08 and that any reports required are promptly sent.
 - c. Service sponsor replacement to ensure an orderly transfer of responsibilities.

B. Alternate District Committee Member (Alternate DCM)

1. Assist the DCM to maintain an effective service structure throughout the District.
2. Substitute for the DCM when necessary.
3. Attend all District meetings.
4. Attend and participate in all Area 08 Service functions and Area Assemblies.
5. Chair District and report on special project committees as needed.
6. Service Sponsor replacement to ensure an orderly transfer of responsibilities.
7. Coordinate with the DCM to visit all Groups in District 07 at least once per term.

C. Secretary

1. Take the minutes of the District meeting. Present the minutes for approval at the next District meeting.
2. Attend all District meetings.
3. Attend and participate as a member of Area 08 Assemblies.
4. Distribute the minutes to District meeting.
5. Purchase secretarial supplies with District funds and maintain custody of such supplies.
6. Maintain copies of all District Minutes, Agenda, and correspondence in good condition.
7. Process correspondence as required.
8. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

D. Treasurer

1. Attend all District meetings.
2. Attend and participate as a member of Area 08 Assemblies.
3. Keep accurate and permanent records of District funds.
4. Record donations to the District using the Group's name and registration number on the District Treasurer and meeting record forms.
5. Maintain the Treasurer's records in good condition.
6. Acknowledge donations by receipts to the donors.
7. Provide the Secretary with a copy of the Treasurer's Report, which contains a list of donating Groups for inclusion in the monthly District minutes.
8. Make a copy of the Treasurer's record of the previous month's meeting available at District meetings.
9. Maintain checkbook records and balance the District bank account.
10. Ensure that District monthly rental fee for the meeting place is paid on time.
11. Ensure that the District Post Office box is paid on time.
12. Ensure that the DCM's, Treasurer's and Alternate Treasurer names are placed on the District bank account.
13. Purchase with District funds and maintain custody of the Treasurer's records, other Treasurer's supplies, and the key to the District Post Office box.
14. Distribute any Post Office box mail to the proper District members.
15. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

E. Registrar

1. Maintain accurate records of District Groups and GSRs including name, address and telephone number of GSRs.
2. Attend all District meetings,
3. Attend and participate as a member of Area 08 Assemblies.
4. Work closely with DCM, Secretary, Treasurer and GSRs to keep District Group records current.
5. Inform the DCM, Area registrar, the GSO Records Department and/or the Conference Secretary of changes in Group or officer information as necessary.
6. Inform new GSRs of their Group name and number as it is currently registered with GSO.
7. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

Article VII - Ratification

- A. Ratification. These guidelines shall become effective immediately upon acceptance by two-thirds of the District, present and voting.
- B. Annual Review
 - 1. A District 07 guidelines review ad hoc Committee Chair shall be appointed by DCM each even numbered year in February to review and study, as necessary, the District 07 guidelines and make recommendations for any changes deemed necessary. A written report shall be made to the District reflecting any possible suggested changes.
 - 2. The ad hoc Committee Chair is responsible for a complete and thorough review of the District 07 guidelines. The ad hoc Committee Chair's term of service is from the date of appointment as Chair, to the date that the guidelines have been revised and distributed at a District meeting.
 - 3. The ad hoc Committee Chair may implement editorial changes such as spelling, grammar and other revisions that have no significant impact on the guidelines with the concurrence of the District 07.
 - 4. The District 07 must review other recommended changes that may possibly affect District 07 policies and procedures. Each "recommended change" shall be prepared on a separate page for the convenience of district members to use as each one is presented at the District meeting.
 - 5. Upon completion of the guidelines review, the ad hoc Committee Chair shall complete the following sequence of actions.
 - a. Deliver the completed review/study to the DCM at a District meeting.
 - b. Explain the editorial changes and request the concurrence of the Committee in order to incorporate the editorial changes.
 - c. Explain each recommended change to the Committee.
 - d. Upon acceptance by two-thirds of those present and voting, incorporate recommended changes into the District 07 guidelines.
 - e. Arrange to publish and distribute the revised District 07 guidelines.
- C. Amendment
 - 1. Guidelines changes proposed by the District Guidelines Review ad hoc Committee Chair should follow the procedure in article VII section B above.
 - 2. Guidelines changes proposed between annual District Guidelines Reviews.
 - 3. All proposed amendments must be in writing and submitted to the District Secretary who will give them to the DCM.
 - 4. The Secretary shall present the proposed amendment to a District meeting no later than two months after receipt.
 - 5. Prior to presentation to the District meeting, the DCM shall provide opportunity for GSRs and other District members to become fully informed on the proposed amendment by announcing the receipt of the proposed change(s) and making them available in writing at the next District meeting.
 - 6. Upon acceptance by two-thirds of those present and voting, the proposed amendment becomes a part of the District 07 Guidelines.
- D. Suspension
 - 1. Upon agreement by three-fourths of those present and voting, these guidelines, or any part thereof, may be suspended temporarily for necessity.

Article VIII - District 07 Meeting

- 1. District 07 Meeting Day. The District meeting is held on the first Friday of every month at 6:30 PM.
- 2. Typical District 07 Meeting Format
 - a. Call to order- 6:30 PM
 - b. Open with The Serenity Prayer
 - c. Introductions New GSRs GSR, District Officers, Visitors, Guests and Speaker
 - d. Readings
 - 1) Twelve Traditions (short form)
 - 2) Twelve Concept': (short form)
 - 3) GSR Preamble

- e. Approval of Minutes
- f. Treasurer's Report
- g. Registrar if needed
- h. Reports: Committee's Reports *: Visitation or Workshop
- i. DCM report including reading and explaining any agenda items to be brought up before the Area Service Committee meeting or Assembly.
 - 1) Old Business
 - 2) New Business

* Committee Reports – Archives, Grapevine, finance, H & I Liaison, Accessibilities, Literature & Cooperation with the Professional Community (CPC)

- j. Questions or problems reported from attendees.
- k. District meetings, workshops and reports (as time permits)
- l. Reminder: Next Area meeting; Date, Time and location
- m. Moment of silence
- n. Close with the Responsibility Pledge.

3. Possible Programs

- a. Area Office presentations.
- b. Delegate's annual General Service Conference report.
- c. Quarterly GSO Board meeting reports.
- d. General Service Conference Agenda Items and Advisory Actions.
- e. Area and liaison Committee Presentations.

Agenda	Grapevine	Diego Imperial Area Institutional Committee (SDIAIC)
Archives	Literature	Cooperation with the Professional Community (CPC)
Newsletter	Contact Services	Public Information (PI)
Finance	Policy	Accessibilities
Ad Hoc Committees	Information Technologies	

- f. Study session on Traditions, Concepts and Conference agenda or AA concerns.
- g. Skits or plays depicting some aspect of General Service or AA concern.
- h. Films or Video features.

The GSR Preamble

We are the General Service Representatives. We are the link in the chain of communication for our groups with the General Service Conference and the world of AA.

We realize the ultimate authority is a loving God as he may express Himself in our Group Conscience. As trusted servants, our job is to bring information to our groups in order that they can reach an informed group conscience. In passing along this group conscience, we are helping to maintain the unity and strength so vital to our fellowship.

Let us, therefore, have the patience and tolerance to listen while others share, the courage to speak up when we have something to share, and the wisdom to do what is right for our group and AA as a whole.